

***Appendix XVIII. Park and Recreation Department Best
Management Practices Manual***

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***San Diego
Park & Recreation Department***

**BEST MANAGEMENT PRACTICES
Storm Water Pollution
Prevention Program**

MASTER SET of BMP'S

September 2002



WE ENRICH LIVES THROUGH QUALITY PARKS AND PROGRAMS!

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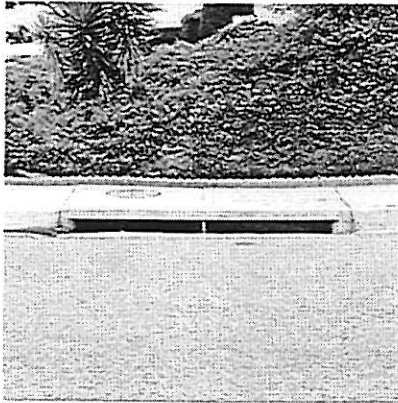


City of San Diego
Storm Water Pollution Prevention Program

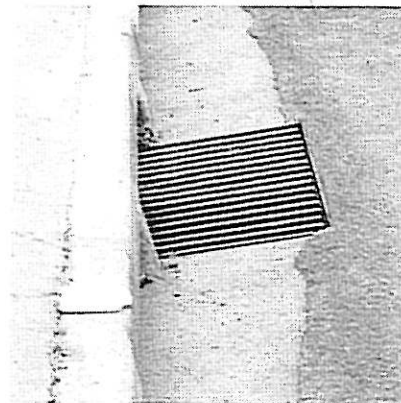
Storm Drain System 101

INLETS

TYPICAL STREET INLETS



Gutters and curb inlets



Grated inlets

TYPICAL PARK INLETS



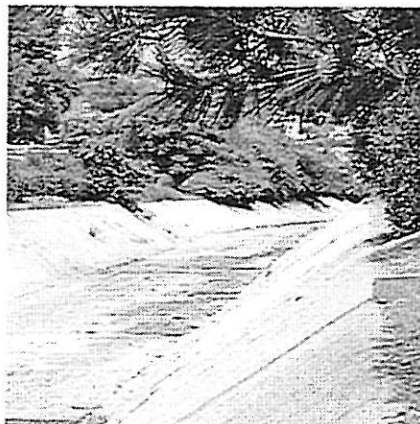
Grassy area inlets

Water & pollutants enter into the storm drain system via inlets.

CONVEYANCE



Creeks (natural)



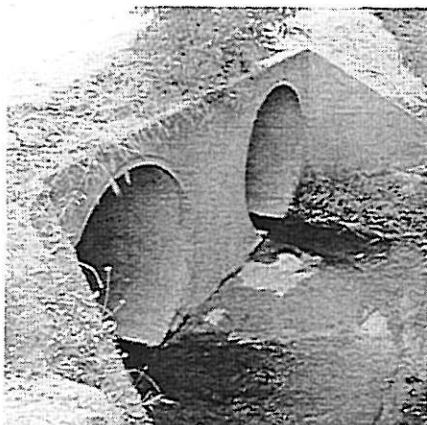
Open channels (concrete lined)



Storm drain pipes (typically installed underground)

The water, as well as any pollutants it may carry, is then conveyed through creeks, open channels, and storm drain pipes.

OUTLETS



Box culvert discharging to a creek

The storm drain conveyance system then discharges into our creeks, rivers, bays and oceans.





Pipe outlet discharging to Mission Bay

Please help keep our water ways clean

BMP KEYWORD REFERENCE GUIDE

Keyword(s)		Full Title of BMP	Page
ORGANIC			
Pet Waste	Removal of Pet Waste	1-2
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MAINTENANCE			
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Joint Use Agreements/Park Use Permits/Contracts	Applying BMP's to Joint Use Agreements, Park Use Permits, and Landscape Maintenance Contracts (Includes Forms)	82-86
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<p>City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY ORGANIC</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
<p>BEST MANAGEMENT PRACTICE (BMP) REMOVAL OF PET WASTE</p>			

PROCEDURES

1. Locate storm drains.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Wear appropriate personal protective equipment (minimum of gloves).
4. If liquid: Absorb (ex., sand or absorbent material), shovel or sweep up, place in trash bag, dispose of in trash.
5. If dried: Scrape off, shovel, place in bag, dispose of in trash.
6. If solid: Shovel into trash bag, dispose of in trash.
7. If on high pedestrian traffic/hardscaped areas: Insure the storm drain is protected and then disinfect the area and rinse/mop with water; use wet/dry vac if needed. If on turf or plant material, dilute with water (away from storm drain).
8. Clean and disinfect all equipment used in cleanup, rinse into sewer system (ex., mop sink).
9. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES CITY POLICY Follow County Code – Committing Nuisance (requires immediate removal of pet waste by park patron) DEPARTMENT POLICY Follow code; otherwise pet waste removed by onsite staff BEST MANAGEMENT PRACTICE See DISINFECTANTS, BLOOD AND BODILY FLUID (if needed)</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Assistant Recreation Center Director	Recreation Aide
Custodian	Recreation Center Director
Grounds Maintenance Worker	Recreation Leader
Park Ranger	Swimming Pool Manager
Pool Guard	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Signage
For Park Patron Handling Cleanup: Pooper Scooper bags, Trash Can/ Dumpster
For Staff Handling Cleanup: Absorbent Material (Sand or Kitty Litter), Container/Bucket,
 Disinfectant, Mop/Broom/Dustpan/Shovel/Scoop, Pick-up Stick, Trash Bags, Wet/Dry Vac (if large
 amounts)

POSSIBLE LOCATIONS OF USE/ACTIVITY

Can be at any location

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat the procedure (contain, remove, disinfect if needed).
 Follow disinfectant Material Safety Data Sheet (MSDS).

EVALUATION CRITERIA

Followed County Code/City Regulations for pet waste removal; added protection of storm drains.
 Evaluated by decrease in Pooper Scooper bag inventory or reduction in complaints by the public.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**

Victoria Brown, Recreation Center Director III
 Raul Contreras, Area Manager II
 Carla Frogner, Senior Park Ranger
 Bruce Martinez, Area Manager II

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(✦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager ✦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101



BEST MANAGEMENT PRACTICE (BMP)
REMOVAL OF HUMAN WASTE
(Includes Form)

PROCEDURES

1. Secure the affected area (using cones, ropes, signs).
2. On hardscape: Use absorbent material to contain the fluid and prevent spreading.
3. Locate storm drains.
4. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
5. Wear appropriate personal protective equipment (minimum of gloves, boots, eye protection; wear tyvek suit if extensive).
6. If blood or bodily fluid is present: Disinfect the contaminant (follow disinfectant label instructions).
7. If liquid: Absorb (ex., sand or absorbent material), shovel or sweep up, place in trash bag, dispose of in trash.
8. If solid or dried: Scrape off, shovel into toilet or trash bag, dispose of in trash.
9. If on hardscape: Disinfect the area and rinse/mop with water; use wet/dry vac if needed.
10. If on porous surface: Remove all moist material with shovel, place in trash bag, dispose of in trash.
11. Clean and disinfect all equipment used in cleanup, rinse into sewer system (ex., mop sink).
12. Complete and submit Blood and Bodily Fluid Contact Report.
13. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

Blood and Bodily Fluid Contact Report

DEPARTMENT POLICY

Restroom Maintenance Procedures

Removal of Blood and Bodily Fluid Procedures

BEST MANAGEMENT PRACTICE

See DISINFECTANTS, BLOOD AND BODILY FLUID

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Aquatics Technician	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Contractual Staff, Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Blood and Bodily Fluid Contact Report
 Broom/Shovel or Scoop/Dustpan
 Cones/Signage to Secure Area
 Container/Bucket/Mop
 Disinfectant
 Paper Towels
 Trash Bags
 Pick-up Stick
 Wet/Dry Vac (if large amounts)

POSSIBLE LOCATIONS OF USE/ACTIVITY

Can be at any location

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat the procedure (contain, remove, disinfect).
 Follow disinfectant Material Safety Data Sheet (MSDS).

EVALUATION CRITERIA

Followed standard procedures for human waste removal; added protection of storm drains.
 If all Department procedures are followed, no human waste is expected to enter the storm drain.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**

Don Crockett, Supervising Recreation Specialist
 Johnny Tully, Grounds Maintenance Manager
 Roger Wammack, Grounds Maintenance Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager ♦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

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 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME _____ DATE _____

CLASSIFICATION _____ PHONE _____

DEPT. _____ DIV. _____ SHIFT _____

LOCATION OF INCIDENT: _____
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: _____

SUBSTANCE and/or OBJECT: _____

QUANTITY: Small _____ Moderate _____ Large _____
 (1 to 3 sharps/a few drops) (4 to 9 sharps/up to 1 cup) (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily _____ Weekly _____ Frequently _____ Infrequently _____ Rarely _____

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES _____ NO _____
If yes, inform your supervisor and seek medical attention immediately.

SUPERVISOR'S NAME (PRINT) _____ PHONE _____

SUPERVISOR'S SIGNATURE _____

Comments _____

SAFETY REPRESENTATIVE'S SIGNATURE _____ DATE _____

Comments _____



BEST MANAGEMENT PRACTICE (BMP)
REMOVAL OF PLANT MATERIALS/HAY BALES

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags, or cover the storm drain if the pollutant is airborne, such as dust from cutting plant materials with power equipment).
3. Onsite staff: Identify an onsite collection site if one does not already exist.
4. Wear the appropriate personal protective equipment for the job.
5. Sweep or rake up all plant material onto burlap and shake into dumpster/vehicle or take to designated brush collection site. If sweeping: Collect and put into greenwaste dumpster or transport to landfill (greenwaste section). If amount of waste does not fill a pickup truck, put in onsite greenwaste dumpster. If greenwaste dumpster is not available, put in trash dumpster.
6. Sweep up and dispose of any debris left behind, or blow it back into the landscape.
7. When transporting, cover plant material loaded in vehicles with a tarp.
8. Protect any plant material left at a designated brush collection site with a barrier/berm. Remove plant material at least weekly. Cover plant material when transporting.
9. For hay bales: Sweep or rake up and put in trash any loose hay that is left behind after the event or while moving, loading or unloading hay bales. Cover hay bales when transporting.
10. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.
Weekly minimum removal of stored plant material.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

No written policy at this time

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

When using gasoline powered equipment, see GAS/DIESEL; VEHICLE FLUIDS/OIL

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Greenskeeper
 Greenskeeper Supervisor
 Grounds Maintenance Worker
 Laborer
 Lead Cemetery Groundskeeper

Hay Bales includes:
 Assistant Recreation Center Director
 Recreation Aide
 Recreation Center Director
 Recreation Leader
 Recreation Specialist

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Brooms/Rakes
 Burlap
 Gas Powered Equipment (Blower, Chainsaw, Hedger)
 Hand Saws
 Loppers
 Trash Bags

POSSIBLE LOCATIONS OF USE/ACTIVITY

Citywide Parks
 Golf Courses
 Open Space Areas

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat procedures if spilled.

EVALUATION CRITERIA

Current practices are satisfactory; protection of storm drains was added.
 Supervisors will conduct and document periodic visual inspections.
 If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Rico Coloma, Swimming Pool Manager III
 Kevin Jampa, Utility Supervisor
 Angel Prado, Grounds Maintenance Manager
 Pat Segawa, Golf Course Manager
 Renee Tipton, Grounds Maintenance Supervisor
 Isabel Vargas, District Manager
 Joe Vissers, Utility Supervisor



BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

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 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

City of San Diego PARK AND RECREATION DEPARTMENT		CATEGORY ORGANIC	PAGE 1 of 2	DATE SEPTEMBER 2002
 		BEST MANAGEMENT PRACTICE (BMP) MOWING, SWEEPING AND DISPOSAL OF GRASS CLIPPINGS		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Onsite staff: Insure that affected storm drains are covered or protected; insure that there is no irrigation 24 hours prior to mowing.
4. Wear appropriate personal protective equipment when using power equipment.
5. Onsite staff: After mowing/edging, sweep or blow grass clippings from hardscaped areas (sidewalks, asphalt, etc.) back into landscape. If sweeping, collect and put into greenwaste dumpster or transport, covered, to the landfill (greenwaste section). If amount of waste does not fill a pickup truck, put in onsite greenwaste dumpster. If greenwaste dumpster is not available, put in trash dumpster.
6. Mowing staff: After mowing/edging, use turf sweeper to pick up clippings; dump clippings in area designated by onsite supervisor.
7. Onsite staff: Put a protective barrier/berm around any clippings left at a designated disposal site. Cover with tightly meshed net and insure no clippings can get into storm drains; remove (or have removed) grass clippings at least weekly.
8. Mowing staff: Sweep off mowing equipment (onto turf) before loading and transporting. At the end of the shift, clean mowers/edgers in designated wash areas.
9. Mowing staff: Sweep any clippings remaining in parking areas after loading/unloading onto turf or put in onsite greenwaste dumpster. If greenwaste dumpster is not available, put in trash dumpster.
10. Onsite staff: At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) every time turf is mowed or edged.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

No written policy at this time

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

See LITTER, PET WASTE, PLANT MATERIAL/HAY BALES

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Equipment Operator	Lead Cemetery Groundskeeper
Equipment Technician	Light Equipment Operator
Golf Course Superintendent	Recreation Aide
Greenskeeper	Recreation Leader
Grounds Maintenance Worker	Seven-Gang Mower Operator

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye/Hearing Protection, Gloves, Tyvek Suit, Rubber Boots)
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Blowing/Edging/Mowing/Sweeping Equipment
 Broom/Shovel
 Sweeper
 Tightly Meshed Net
 Trash Bag/Can

LOCATION OF USE/ACTIVITY

Cemeteries
 Citywide Parks and Fields
 Golf Courses
 Open Space Areas
 Roadways

SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**

Eugene Bianchi, Greenskeeper Supervisor
 Beethoven Burks, Grounds Maintenance Manager
 Rico Coloma, Swimming Pool Manager III
 Dave Long, Grounds Maintenance Manager
 Pat Segawa, Golf Course Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101



BEST MANAGEMENT PRACTICE (BMP)
CLEANING, REMOVING FOOD/SNACK PRODUCTS

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Locate food/snack booths away from storm drains when possible.
4. Supply a sufficient number of trash cans and trash bags for the area/event.
5. Insure that trash cans are emptied as needed and do not overflow.
6. Insure that all ice chests (with only ice remaining) are emptied onto turf or shrub areas and away from storm drains.
7. Pick up (with pick-up sticks or disposable gloves) all solid food and debris, place into trash bags, and dispose of in trash cans.
8. Hardscape areas: If using absorbent materials, pick up and dispose of used materials in trash can; if using mops, rags, or sponges, clean up into indoor sinks or mop sinks that are connected to the sewer.
Landscape areas: Shovel off affected area and dispose of in trash cans.
Turf areas: Hose off into turf and away from storm drains.
9. Wash sticky areas with soap and water; absorb with mops, rags, or sponges; and clean in indoor sinks or mop sinks that are connected to the sewer.
10. Follow the BMP for Preventing Water Used for Power Washing from Entering Storm Drains after large events.
11. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

No written policy at this time

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

See LITTER, TREATED WATER - POWER WASHING

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Area Manager	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractual Staff, Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Broom/Shovel/Dustpan	Rag
Bucket/Mop	Sponge
Pick-up Stick	Trash Bag/Can

POSSIBLE LOCATIONS OF USE/ACTIVITY

Beaches
 Open Space Areas
 Parking Lots
 Parks
 Recreation Centers
 Sport Complexes
 Streets

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff



Millie Acasio, Recreation Specialist
 Kathy Aceves, District Manager
 Camille Medina, Area Manager II
 Jake Orbin, Grounds Maintenance Manager
 Bill Overstreet, Grounds Maintenance Supervisor
 Phyllis Swanegan, Supervising Custodian
 Johnny Tully, Grounds Maintenance Manager
 Isabel Vargas, District Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

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 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY ORGANIC</p>	<p>PAGE 1 of 3</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) REMOVAL OF BLOOD AND BODILY FLUID (Includes Form)</p>		

PROCEDURES

1. Secure the affected area (using cones, ropes, signs).
2. Contain the fluid to prevent spreading on hardscape.
3. Locate storm drains.
4. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
5. Wear appropriate personal protective equipment (minimum of gloves, boots, eye protection; wear tyvek suit if extensive).
6. Disinfect the contaminant (follow disinfectant label instructions).
7. Absorb (ex., sand or absorbent material); shovel or sweep up, place in trash bag, dispose of in trash.
8. If dried: Scrape off and shovel any dried material into toilet or place in trash bag, dispose of in trash.
9. Disinfect the area and rinse/mop with water; use wet/dry vac if needed.
10. Clean and disinfect all equipment used in cleanup; rinse into sewer system (ex., mop sink).
11. Complete and submit Blood and Bodily Fluid Contact Report.
12. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES CITY POLICY Blood and Bodily Fluid Contact Report DEPARTMENT POLICY Restroom Maintenance Procedures, Removal of Blood and Bodily Fluid Procedures BEST MANAGEMENT PRACTICE See DISINFECTANTS</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Aquatics Technician	Recreation Center Director
Assistant Recreation Center Director	Recreation Leader
Custodian	Recreation Specialist
Grounds Maintenance Worker	Supervising Custodian
Pool Guard	Swimming Pool Manager
Recreation Aide	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Contractual Staff, Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Absorbent Material (Sand/Paper Towel)
 Blood and Bodily Fluid Contact Report
 Bucket/Mop
 Broom/Dustpan/Shovel/Scoop
 Cones/Signage to Secure Area
 Disinfectant
 Pick-up Stick
 Trash Bag
 Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

Can be at any location

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat the procedure (contain, remove, disinfect).

EVALUATION CRITERIA

Followed OSHA procedures for removal of blood/bodily fluids; added protection of storm drains.
 Evaluated by review of Blood and Bodily Fluid Contact Reports. If all Department procedures are followed, no blood or bodily fluids are expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Mark Cannon, Building Supervisor
 Eileen Gianola, Supervising Recreation Specialist
 Mike Poston, Grounds Maintenance Supervisor
 Johnny Tully, Grounds Maintenance Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager ♦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
 San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME _____ DATE _____

CLASSIFICATION _____ PHONE _____

DEPT. _____ DIV. _____ SHIFT _____

LOCATION OF INCIDENT: _____
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: _____

SUBSTANCE and/or OBJECT: _____

QUANTITY: Small _____ Moderate _____ Large _____
 (1 to 3 sharps/a few drops) (4 to 9 sharps/up to 1 cup) (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily _____ Weekly _____ Frequently _____ Infrequently _____ Rarely _____

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES _____ NO _____
If yes, inform your supervisor and seek medical attention immediately.



SUPERVISOR'S NAME (PRINT) _____ PHONE _____

SUPERVISOR'S SIGNATURE _____

Comments _____

SAFETY REPRESENTATIVE'S SIGNATURE _____ DATE _____

Comments _____

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY ORGANIC</p>	<p>PAGE 1 of 3</p>	<p>DATE SEPTEMBER 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) REMOVAL OF DEAD ANIMALS (Includes Form)</p>		

ORGANIC

PROCEDURES

1. Secure the affected area. If in public view, cover or use cones. Contain bodily fluid with absorbent materials if needed.
2. Locate storm drains.
3. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
4. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

For small animals:

5. Wear appropriate personal protective equipment (minimum of gloves, boots; wear tyvek suit if extensive fluids).
6. Shovel or sweep up carcass, place in trash bag, dispose of in trash. If liquid remains: Absorb (ex., sand or absorbent material), shovel up and place in trash bag, dispose of in trash. If dried: Scrape off, shovel up and place in trash bag, dispose of in trash.
7. If in high pedestrian traffic/hardscaped area: Disinfect the area, rinse/mop with water; use wet/dry vac if needed.
8. Clean and disinfect all equipment used in cleanup; rinse into sewer system (ex., mop sink).

For large animals, or if evidence of foul play regarding the death of the animal:

9. Contact appropriate agency for removal (ex., Environmental Services Dead Animal Removal).

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY Contact appropriate agency for removal</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE See DISINFECTANTS, BLOOD AND BODILY FLUID</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Assistant Recreation Center Director	Recreation Aide
Custodian	Recreation Center Director
Grounds Maintenance Worker	Recreation Leader
Park Ranger	Swimming Pool Manager
Pool Guard	

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Absorbent Material (Sand)
 Blood and Bodily Fluid Contact Report
 Cones/Cover
 Disinfectant
 Mop
 Pick-Up Stick
 Shovel and/or Scoop
 Trash Bag
 Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

Can be at any location

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat the procedure (secure, remove, disinfect if needed).

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 If all Department procedures are followed, no contaminants are expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Victoria Brown, Recreation Center Director III
 Raul Contreras, Area Manager II
 Bruce Martinez, Area Manager II
 Byron Wishnek, Grounds Maintenance Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(✦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator
 Lisa Rini, Training Program Manager ✦

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
 San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood; hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood; hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME _____ DATE _____

CLASSIFICATION _____ PHONE _____

DEPT. _____ DIV. _____ SHIFT _____

LOCATION OF INCIDENT: _____
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: _____

SUBSTANCE and/or OBJECT: _____

QUANTITY: Small _____ Moderate _____ Large _____
 (1 to 3 sharps/a few drops) (4 to 9 sharps/up to 1 cup) (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily _____ Weekly _____ Frequently _____ Infrequently _____ Rarely _____

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES _____ NO _____
If yes, inform your supervisor and seek medical attention immediately.



SUPERVISOR'S NAME (PRINT) _____ PHONE _____

SUPERVISOR'S SIGNATURE _____

Comments _____

SAFETY REPRESENTATIVE'S SIGNATURE _____ DATE _____

Comments _____

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE Revised April 2003 Supercedes September 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) HANDLING HORTICULTURAL PESTICIDES</p>		

PROCEDURES

1. Determine if there are Integrated Pest Management Practices (mechanical, cultural, or biological) to solve the problem without the use of chemical pesticides. Use these methods first, before using a pesticide.
2. Use only pesticides on the Director's List.
3. Transport pesticides in accordance with pesticide safety regulations; do not transport in the passenger compartment of a vehicle; all containers must be labeled and sealed; all containers must be transported in an upright and secure position.
4. Locate storm drains; visually inspect and remove debris prior to beginning activity.
5. Protect the storm drain(s) if there is any chance the pollutant could enter it (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
6. Wear appropriate personal protective equipment (minimum of gloves, boots, eye protection and tyvek suit).
7. Mix over a bucket using an accurate measuring device (cups, spoons, etc.); pour the pesticide below eye level; use the proper rate and follow all directions on the label; do not mix near a storm drain.
8. When spraying pesticides, do not spray if windy; follow all label directions; do not spray in areas near storm drains.
9. Spray at least 24 hours in advance of rain or irrigation.
10. Modify irrigation schedules as needed to prevent contaminated runoff.
11. At conclusion of application, triple rinse and clean sprayers in the area that has been sprayed; spray the rinse water onto the same plant material as the application; do not rinse on slopes where the rinse water may run into storm drains.
12. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.
13. Return to site after plant material is dead; remove dead plant material and sweep/clean area as needed; do not allow dead plant material to enter storm drains.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

Administrative Regulation 75.65 (Hazardous Materials Management Plan)

Administrative Regulation 75.75 (Hazardous Materials Training)

DEPARTMENT POLICY

Department Instruction 6.11 (Use of Pesticides)

BEST MANAGEMENT PRACTICE

Follow all regulatory agency requirements

See pesticide training workbook/binder

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Golf Course Superintendent	Nursery Gardener
Greenskeeper	Park Ranger
Greenskeeper Supervisor	Pesticide Applicator
Grounds Maintenance Supervisor	Pesticide Supervisor
Grounds Maintenance Worker	Senior Park Ranger
Lead Cemetery Groundskeeper	

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Volunteer in the Ranger Program

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Approved Sprayers
 Bucket
 Broom/Shovel/Dustpan
 Label and Material Data Safety Sheet (MSDS) for Pesticide
 Measuring Cups/Spoons

POSSIBLE LOCATIONS OF USE/ACTIVITY

Campgrounds
 Canyons
 Fields
 Parks
 Recreation Centers
 Roadsides
 Sidewalks
 Trails

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow procedures listed on the pesticide label and Material Safety Data Sheet (MSDS).

EVALUATION CRITERIA

These procedures follow all Federal, State, and County regulations, and Department Instructions.
 If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**



Carla Frogner, Senior Park Ranger
 Paul Kilburg, Senior Park Ranger
 Steve Remley, District Manager
 Eileen Rodriguez, Pesticide Supervisor/OCA
 Pat Segawa, Golf Course Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92104

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 2</p>	<p>DATE Revised April 2003 Supersedes September 2002</p>
	<p>BEST MANAGEMENT PRACTICE (BMP) FERTILIZING TURF AND PLANT MATERIALS</p>		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Wear appropriate personal protective equipment (minimum of eye protection, rubber gloves, dust mask).
4. Place hopper/spreader on tarp to catch spills when pouring fertilizer.
5. Pour any spilled fertilizer back into hopper/spreader by gathering up tarp and pouring excess into hopper/spreader.
6. Follow all fertilizer label and Material Safety Data Sheet (MSDS) guidelines for application.
7. Sweep or blow onto turf any fertilizer on sidewalks, asphalt, or other hardscaped areas.
8. Irrigate fertilized areas if required on the label; insure that water does not go into storm drains.
9. Leave sand bags, gravel bags and/or mats covering drains in place until after irrigation is complete.
10. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.
11. In the event of forecasted or actual rain, fertilization will be rescheduled.

CHEMICAL

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training)</p> <p>DEPARTMENT POLICY No written policy at this time</p> <p>BEST MANAGEMENT PRACTICE See TREATED WATER - IRRIGATION</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Equipment Operator
 Golf Course Superintendent
 Greenskeeper
 Grounds Maintenance Worker

Lead Cemetery Groundskeeper
 Nursery Gardener
 Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
 Spill Kit
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Blower
 Broom/Shovel/Dustpan
 Fertilizer
 Hopper/Spreader
 Label and Material Safety Data Sheet (MSDS) for Fertilizer
 Tarp

POSSIBLE LOCATIONS OF USE/ACTIVITY

Citywide Parks and Fields
 Golf Courses
 Open Space Areas
 Roadways

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow label and Material Safety Data Sheet (MSDS). Sweep up and reuse any excess or spilled fertilizer. If fertilizer becomes contaminated (ex., mixed or spilled in with another chemical) and/or is not reusable, follow hazardous waste procedures.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff



Donald Pio, Grounds Maintenance Manager
 Pat Segawa, Golf Course Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
 San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>CATEGORY CHEMICAL</p>	<p>PAGE 1 of 5</p>	<p>DATE SEPTEMBER 2002</p>
<p>BEST MANAGEMENT PRACTICE (BMP) PREVENTING IRRIGATION WATER FROM ENTERING STORM DRAINS (Includes Forms)</p>			

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Perform weekly irrigation system checks.
4. If problems: Submit Irrigation Work Request Form to the irrigation repair crew as soon as problems are found; submit a Weekly Facility, Furnishings & Grounds Safety Inspection Form to the site supervisor/manager detailing problems.
5. Adjust/repair sprinkler heads weekly or as needed to avoid runoff.
6. Adjust irrigation/hand watering to shorter but more frequent run times as necessary to avoid runoff.
7. Schedule all pesticide and fertilizer applications to prevent contaminated runoff; do not irrigate less than 24 hours after most pesticide applications (follow label directions).
8. If excessive water due to broken pipes or other problems (ex., when using hand/mud/mechanical pumps), protect the storm drain from runoff using sand bags or gravel bags.
9. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

CHEMICAL

<p>MAPS Map of storm drain locations must be available to staff at every work location.</p>
<p>MONITORING/FREQUENCY Perform this Best Management Practice (BMP) as often as needed.</p>
<p>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</p> <p>CITY POLICY No written policy at this time</p> <p>DEPARTMENT POLICY Follow irrigation guidelines established by the Water Conservation Program</p> <p>BEST MANAGEMENT PRACTICE See FERTILIZER, HORTICULTURAL PESTICIDES</p>

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Equipment Technician	Lead Cemetery Groundskeeper
Golf Course Superintendent	Nursery Gardener
Greenskeeper	Nursery Supervisor
Grounds Maintenance Worker	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Broom/Shovel
Hand/Mud/Mechanical Pump
Irrigation Parts
Irrigation Repair Tools
Irrigation Work Request Form
Weekly Facility, Furnishings & Grounds Safety Inspection Form

POSSIBLE LOCATIONS OF USE/ACTIVITY

Golf Courses
Medians
Nursery
Parks
Pools
Recreation Centers
Rights-of-Way

POSSIBLE SURFACES AFFECTED

Asphalt
Concrete
Dirt
Gravel
Sand
Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Shut off irrigation water as close as possible to the broken pipe(s). Decrease irrigation system run times if there is excessive runoff. Hand watering, portable sprinklers or manual irrigation is stopped if runoff occurs; irrigation does not proceed until water can soak in.

EVALUATION CRITERIA

Evaluated by review of the Weekly Facility, Furnishings & Grounds Safety Inspection and the Irrigation Work Request forms.
If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:**

Park and Recreation Department Staff

Nick Alesi, Grounds Maintenance Manager
Janine Anderson, Grounds Maintenance Manager
John Mellein, Nursery Supervisor

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:**

Department Storm Water Advisory Group

Div Brasted, District Manager
Joy Newman, Environmental Services
Margaret Ransom, Training Coordinator ♦
Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

SAN DIEGO PARK AND RECREATION DEPARTMENT
WEEKLY
FACILITY, FURNISHINGS & GROUNDS
SAFETY INSPECTION
DEPARTMENT INSTRUCTION 6.6

P = Pass
 F = Fail
 N/A = Not Applicable

Location Inspected: _____ Date of Inspection _____

Name(Print) _____

Signature of Inspector _____ Title _____

GENERAL ENVIRONMENT

	P	F	N/A		P	F	N/A
A. Picnic Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Picnic Shelters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Barbecue Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Hot Coal Containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. No Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

COMFORT STATION

	P	F	N/A		P	F	N/A
A. Clean & Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Doors Free of Obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Fixtures (Shower Heads, Sink, Bowls, Hand Dryer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Floor Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				G. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARKING LOTS/ SIDEWALKS (Cracks, Chips, Sand)/STAIRWAYS

	P	F	N/A		P	F	N/A
A. Pot Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TURF AREAS/ATHLETIC FIELDS/MULTI-PURPOSE COURTS

	P	F	N/A		P	F	N/A
A. Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Exposed or Broken Sprinkler Heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Base Anchors/Plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Dugout Benches/Bleachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Backboard/Rims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Surfacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TREES (Broken Limbs, Stubs, Etc.)

P F N/A
☐ ☐ ☐

FENCING

	P	F	N/A		P	F	N/A
A. Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Protruding Wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Gates (Operational, Locks Functional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

TRAILS

	P	F	N/A		P	F	N/A
A. Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Erosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Hand Rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Trail Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Railroad Ties/Telephone Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Stairs/Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDINGS**Fire Prevention**

	P	F	N/A
A. Flammable Liquids stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	N/A
B. Fire extinguishers full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical

A. All junction boxes, outlets, switches installed & covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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B. Only one electrical plug per outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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C. Electrical panel accessible (nothing within 30" in front of panel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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D. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Building, Restrooms & General

A. All rooms clean & free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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B. Panic hardware in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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C. Fixtures (Shower Heads, Sink, Bowls, Hand Dryer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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D. Doors free of obstacles & properly hinged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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E. Floor Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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G. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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H. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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First Aid Equipment

A. Minimum supply on hand according to standard first aid list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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B. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SHORELINE

	P	F	N/A
A. Irrigation Exposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Rip Rap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Drain Outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Above Grade Drain Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Coastal Bluffs (Stability, Slumps, Park Improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Fire Rings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Offshore Buoys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	N/A
B. Wash Outs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Erosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Beach Mooring Bars (Weeds, Signs, Wash Outs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Volleyball Courts (Nets, Poles)/ Basketball Courts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Street End Barricades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BOAT RAMP/DOCKS

	P	F	N/A
A. Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cleats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Hinges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Rollers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Nonskid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	N/A
B. Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Nails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE EXPLAIN ANY "FAILED" RATINGS AND ACTIONS TAKEN

COMMENTS:

Work Request
Submitted by _____Date Work Request
Submitted _____

Date Secured _____

District Manager (if required) _____

Date _____

Grounds Maintenance Manager/Area Manager _____

Date _____

Grounds Maintenance Supervisor _____

Date _____

IRRIGATION LOG NUMBER

IRRIGATION WORK REQUEST

DIV. NUMBER

JOB ORDER NUMBER

REQUESTOR'S NAME		DATE	NAME OF PARK	
REQUESTOR'S PHONE NUMBER		ADDRESS OF PARK		
URGENT <input type="checkbox"/> (BECAUSE)				
ROUTINE <input type="checkbox"/>				
HAS PROBLEM BEEN DUG OUT AND EXPOSED			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			REPLACEMENT <input type="checkbox"/>	REPAIR <input type="checkbox"/>
MANUAL VALVE <input type="checkbox"/> AUTOMATIC VALVE <input type="checkbox"/> UNDERGROUND LEAK <input type="checkbox"/>				



LOCATION				ACCURATE
MAP #	GRID REF.	CLOCK	STA.	DESCRIPTION OF PROBLEM

VALVES			
TYPE	#	SIZE	PROBLEM

UNDERGROUND LEAK	
SIZE OF PIPE	TYPE OF PIPE

SIGNATURE OF PERSON COMPLETING SERVICE	
TITLE	DATE COMPLETED

WHITE AND YELLOW TO PERFORMING DEPT. WHICH WILL RETURN WHITE TO REQUESTOR
 PINK - REQUESTOR RETAIN
 PR-1594 (REV. 7-83)

<p align="center">City of San Diego PARK AND RECREATION DEPARTMENT</p> <div style="display: flex; justify-content: space-around;">   </div>	CATEGORY CHEMICAL	PAGE 1 of 2	DATE SEPTEMBER 2002
	BEST MANAGEMENT PRACTICE (BMP) PREVENTING POOL WATER FROM ENTERING STORM DRAINS		

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.
2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).
3. Notify Metropolitan Waste Water District (MWWD) and Council District office prior to draining water to sewers.
4. Dechlorinate and neutralize water before draining permanent and portable pools to the sewer.
5. Drain treated water and backwash water through hose to sewers.
6. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

CHEMICAL

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

No written policy at this time

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Aquatics Technician	Pool Guard
Electrician	Swimming Pool Manager
Equipment Technician	Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
 Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

None identified

POSSIBLE LOCATIONS OF USE/ACTIVITY

Pools
 Recreation Centers

POSSIBLE SURFACES AFFECTED

Asphalt
 Concrete
 Dirt
 Gravel
 Sand
 Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
 Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE**DEVELOPED BY:****Park and Recreation Department Staff**

Terry Rand, Aquatics Technician Supervisor
 Marilyn Stern, District Manager

BEST MANAGEMENT PRACTICE**REVIEWED/COMPILED(♦) BY:****Department Storm Water Advisory Group**

Div Brasted, District Manager
 Joy Newman, Environmental Services
 Margaret Ransom, Training Coordinator ♦
 Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.

San Diego Park and Recreation Department, Training Office
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101